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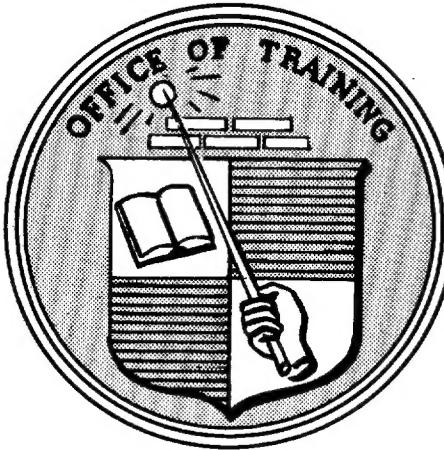
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# OFFICE OF TRAINING COURSES

HQTS. NO. 1

3

SEPTEMBER 1958



## LONG - TERM SCHEDULE

SEPT. 1958 THROUGH JUNE 1959

JOB NO. 78-03090A

BOX NO. 5

FOLDER NO. 3

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## Intelligence School

### Administrative Procedures (Full-time)

8 Sep 58 - 26 Sep 58  
10 Nov 58 - 28 Nov 58  
16 Feb 59 - 6 Mar 59  
20 Apr 59 - 8 May 59  
15 Jun 59 - 3 Jul 59

### Budget and Finance Procedures (Full-time)

10 Nov 58 - 21 Nov 58  
29 Dec 58 - 9 Jan 59  
6 Apr 59 - 17 Apr 59  
15 Jun 59 - 26 Jun 59

### CIA Review (Part-time)

9 Sep 58  
14 Oct 58  
12 Nov 58  
9 Dec 58  
13 Jan 59  
10 Feb 59  
10 Mar 59  
14 Apr 59  
12 May 59  
9 Jun 59

### Clerical Induction (Full-time)

Scheduled each week

### Clerical Orientation (Full-time)

Scheduled each week except that of 21 Dec

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Intelligence

Clerical Refresher Program (Part-time)

English Usage - Review  
Shorthand Theory - Review  
Intermediate Shorthand Dictation  
Advanced Shorthand Dictation  
Typing Techniques - Review  
Advanced Typing

15 Sep 58 - 10 Oct 58  
20 Oct 58 - 14 Nov 58  
24 Nov 58 - 19 Dec 58  
12 Jan 59 - 6 Feb 59  
16 Feb 59 - 13 Mar 59  
23 Mar 59 - 17 Apr 59  
27 Apr 59 - 22 May 59  
1 Jun 59 - 26 Jun 59

Non-Clerical Basic Typing is scheduled on request

Conference Techniques (Part-time)

20 Oct 58 - 29 Nov 58  
26 Jan 59 - 6 Mar 59  
20 Apr 59 - 29 May 59

Departmental Briefing (Part-time)

23 Sep 58  
28 Oct 58  
25 Nov 58  
27 Jan 59  
24 Feb 59  
24 Mar 59  
28 Apr 59  
26 May 59  
23 Jun 59

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Intelligence

Dependents' Briefing (Part-time)

2 Sep 58 - 3 Sep 58  
7 Oct 58 - 8 Oct 58  
4 Nov 58 - 5 Nov 58  
2 Dec 58 - 3 Dec 58  
6 Jan 59 - 7 Jan 59  
3 Feb 59 - 4 Feb 59  
3 Mar 59 - 4 Mar 59  
7 Apr 59 - 8 Apr 59  
5 May 59 - 6 May 59  
2 Jun 59 - 3 Jun 59

Effective Speaking (Part-time)

8 Sep 58 - 17 Oct 58  
1 Dec 58 - 23 Jan 59  
9 Mar 59 - 17 Apr 59

Effective Writing (Part-time)

7 Oct 58 - 6 Nov 58  
3 Feb 59 - 5 Mar 59

Instructional Techniques (Full-time)

17 Nov 58 - 21 Nov 58  
26 Jan 59 - 30 Jan 59  
16 Mar 59 - 20 Mar 59  
4 May 59 - 8 May 59  
8 Jun 59 - 12 Jun 59

Intelligence Orientation (Full-time)

8 Sep 58 - 3 Oct 58 (DDI, DDS)  
\* 20 Oct 58 - 31 Oct 58 (DDP, DDS) Introd. to Intelligence  
phase only  
\* 17 Nov 58 - 12 Dec 58 (DDI, DDS)  
5 Jan 59 - 30 Jan 59 (DDP, DDS)

\* Limited to 40 students

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Intelligence

Intelligence Orientation (contd)

2 Feb 59 - 27 Feb 59 (DDI, DDS)  
2 Mar 59 - 27 Mar 59 (DDP, DDS)  
13 Apr 59 - 8 May 59 (DDI, DDS)  
11 May 59 - 5 Jun 59 (DDP, DDS)  
8 Jun 59 - 3 Jul 59 (DDI, DDS)

Intelligence Research - Maps (Part-time)

8 Sep 58 - 26 Sep 58  
3 Nov 58 - 21 Nov 58  
2 Mar 59 - 20 Mar 59  
18 May 59 - 5 Jun 59

Intelligence Research - Techniques (Part-time)

Scheduled on request

Management - Basic (Part-time)

22 Sep 58 - 3 Oct 58 (GS 12-14)  
13 Oct 58 - 24 Oct 58 (GS 11-13)  
1 Des 58 - 12 Dec 58 (GS 13-15)  
5 Jan 59 - 16 Jan 59 (GS 11-13)  
2 Feb 59 - 13 Feb 59 (GS 13-15)  
23 Feb 59 - 6 Mar 59 (GS 11-13)  
13 Apr 59 - 24 Apr 59 (GS 13-15)  
25 May 59 - 5 Jun 59 (GS 11-13)

Management - Special

Scheduled on request; full-time or part-time

Intelligence

Operations Support (Full-time)

6 Oct 58 - 7 Nov 58  
12 Jan 59 - 13 Feb 59  
2 Mar 59 - 3 Apr 59  
11 May 59 - 12 Jun 59

Supervision - Basic (Part-time)

8 Sep 58 - 19 Sep 58 (GS 9-11)  
27 Oct 58 - 7 Nov 58 (GS 12-14)  
8 Dec 58 - 19 Dec 58 (GS 9-12)  
19 Jan 59 - 30 Jan 59 (GS 5-7)  
9 Mar 59 - 20 Mar 59 (GS 9-12)  
30 Mar 59 - 10 Apr 59 (GS 12-14)  
27 Apr 59 - 8 May 59 (GS 9-12)  
8 Jun 59 - 19 Jun 59 (GS 5-7)

Supervision - Introduction to (Part-time)

6 Oct 58 - 10 Oct 58 (GS 5-7)  
17 Nov 58 - 21 Nov 58 (GS 9-11)  
16 Feb 59 - 20 Feb 59 (GS 5-7)  
18 May 59 - 22 May 59 (GS 9-11)

Supervision - Special

Scheduled on request; full-time or part-time

Writing Workshop (Part-time)

8 Sep 58 - 3 Oct 58  
3 Nov 58 - 28 Nov 58  
2 Mar 59 - 27 Mar 59  
4 May 59 - 29 May 59

School of International Communism and the USSR

Anti-Communist Operations (Full-time)

2 Sep 58 - 26 Sep 58  
5 Jan 59 - 30 Jan 59  
4 May 59 - 29 May 59

Communist Party Organization and Operations (Part-time)

6 Oct 58 - 31 Oct 58  
8 Dec 58 - 19 Dec 58 (Full-time)  
2 Feb 59 - 27 Feb 59  
6 Apr 59 - 1 May 59  
8 Jun 59 - 3 Jul 59

Introduction to Communism (Full-time)

22 Sep 58 - 3 Oct 58  
1 Dec 58 - 12 Dec 58  
19 Jan 59 - 30 Jan 59  
16 Feb 59 - 27 Feb 59  
16 Mar 59 - 27 Mar 59  
27 Apr 59 - 8 May 59  
25 May 59 - 5 Jun 59  
22 Jun 59 - 3 Jul 59

USSR - Basic Country Survey (Part-time)

9 Mar 59 - 15 May 59

Language and Area School

Language Courses

This schedule includes full-time (Ft) and part-time (Pt) courses. Instruction is given in Reading, Speaking and Writing (RSW), Reading and Writing (RW), and in Reading (R).

Part-time instruction will be suspended from 19 December 1958 through 5 January 1959.

Arabic - Classical

Basic (Pt)	R	40 wks	6 Oct 58 - 24 Jul 59
Workshop (Pt)	R	20 wks	6 Oct 58 - 6 Mar 59

Arabic - Jerusalem

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph II Ph III	6 Oct 58 - 6 Mar 59 23 Mar 59 - 14 Aug 59 To be scheduled later
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Chinese

Basic (Ft)	RSW	48 wks	15 Sep 58 - 21 Aug 59
Advanced (Ft)	RW	48 wks	15 Sep 58 - 21 Aug 59

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph II Ph III	15 Sep 58 - 13 Feb 59 2 Mar 59 - 24 Jul 59 To be scheduled later
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French

Basic (Ft)	RSW	20 wks	8 Sep 58 - 6 Feb 59 30 Mar 59 - 28 Aug 59
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Intermediate (Ft)	RSW	10 wks	13 Oct 58 - 19 Dec 58 23 Feb 59 - 1 May 59
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Basic (Pt)	R	10 wks	13 Oct 58 - 19 Dec 58 6 Apr 59 - 12 Jun 59
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Workshop (Pt)	R	10 wks	5 Jan 59 - 13 Mar 59
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Language Courses

French (contd)

Basic (Pt)	RSW	3 phases 10 wks ea	Ph I Ph II Ph III	13 Oct 58 - 19 Dec 58 5 Jan 59 - 13 Mar 59 6 Apr 59 - 12 Jun 59
Intermediate (Pt)	RSW	10 wks		15 Sep 58 - 21 Nov 58 16 Feb 59 - 24 Apr 59

German

Basic (Pt)	RSW	20 wks		22 Sep 58 - 20 Feb 59 23 Mar 59 - 14 Aug 59
Intermediate (Pt)	RSW	10 wks		6 Oct 58 - 12 Dec 58 30 Mar 59 - 5 Jun 59
Basic (Pt)	R	2 phases 10 wks ea	Ph I Ph II Ph I Ph II	13 Oct 58 - 19 Dec 58 5 Jan 59 - 13 Mar 59 30 Mar 59 - 5 Jun 59 To be scheduled later
Workshop (Pt)	R	10 wks		13 Oct 58 - 19 Dec 58 30 Mar 59 - 5 Jun 59
Basic (Pt)	RSW	2 phases 20 wks ea	Ph I Ph II	15 Sep 58 - 13 Feb 59 2 Mar 59 - 24 Jul 59
Intermediate (Pt)	RSW	10 wks		13 Oct 58 - 19 Dec 58 2 Mar 59 - 8 May 59

Greek

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph II Ph III	15 Sep 58 - 13 Feb 59 2 Mar 59 - 24 Jul 59 To be scheduled later
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Japanese

Basic (Pt)	RSW	40 wks		6 Oct 58 - 24 Jul 59
Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph II Ph III	6 Oct 58 - 6 Mar 59 23 Mar 59 - 14 Aug 59 To be scheduled later

Language Courses

Persian

Basic (Ft)	RSW	24 wks	2 Sep 58 - 27 Feb 59
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Polish

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph II Ph III	15 Sep 58 - 13 Feb 59 2 Mar 59 - 24 Jul 59 To be scheduled later
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Romanian

Basic (Pt)	R	10 wks	13 Oct 58 - 19 Dec 58 6 Apr 59 - 12 Jun 59	
Workshop (Pt)	R	10 wks	5 Jan 59 - 13 Mar 59	
Basic (Pt)	RSW	3 phases 10 wks ea	Ph I Ph II Ph III	13 Oct 58 - 19 Dec 58 5 Jan 59 - 13 Mar 59 6 Apr 59 - 12 Jun 59

Russian

Basic (Ft)	RSW	40 wks	8 Sep 58 - 26 Jun 59	
Intermediate (Ft)	RSW	13 wks	2 Sep 58 - 28 Nov 58	
Advanced (Ft)	RSW	13 wks	9 Feb 59 - 8 May 59	
Applied (Ft)	RSW	6 wks	15 Jun 59 - 24 Jul 59	
Familiarization (Pt)		10 wks	15 Sep 58 - 21 Nov 58 5 Jan 59 - 13 Mar 59 6 Apr 59 - 12 Jun 59	
Basic (Pt)	R	2 phases 15 wks ea	Ph I Ph II	15 Sep 58 - 19 Dec 58 5 Jan 59 - 17 Apr 59
Intermediate (Pt)	R	2 phases 15 wks ea	Ph I Ph II	15 Sep 58 - 19 Dec 58 5 Jan 59 - 17 Apr 59
Inter. Sci. (Pt)	R	15 wks		15 Sep 58 - 19 Dec 58
Inter. Econ. (Pt)	R	15 wks		15 Sep 58 - 19 Dec 58 5 Jan 59 - 17 Apr 59
Basic (Pt)	RSW	3 phases 20 wks ea	Ph I Ph II Ph III	15 Sep 58 - 13 Feb 59 2 Mar 59 - 24 Jul 59 To be scheduled later
Intermediate (Pt)	RSW	2 phases 15 wks ea	Ph I Ph II	15 Sep 58 - 19 Dec 58 5 Jan 59 - 17 Apr 59

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Languages Courses

Spanish

Basic (Ft)	RSW	20 wks	2 Sep 58 - 30 Jan 59 19 Mar 59 - 31 Jul 59
Basic (Pt)	R	10 wks	13 Oct 58 - 19 Dec 58 6 Apr 59 - 12 Jun 59
Workshop (Pt)	R	10 wks	5 Jan 59 - 13 Mar 59
Basic (Pt)	RSW	3 phases 10 wks ea	13 Oct 58 - 19 Dec 58 Ph I 5 Jan 59 - 13 Mar 59 Ph II 6 Apr 59 - 12 Jun 59 Ph III
Intermediate (Pt)	RSW	10 wks	15 Sep 58 - 21 Nov 58 16 Feb 59 - 24 Apr 59

Turkish

Basic (Pt)	RSW	3 phases 20 wks ea	Ph I 15 Sep 58 - 13 Feb 59 Ph II 2 Mar 59 - 24 Jul 59 Ph III To be scheduled later
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Uzbek

Basic (Pt)	RSW	30 wks	15 Sep 58 - 24 Apr 59
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Area Courses

Basic Country Survey

Balkan States (Part-time)

11 May 59 - 12 Jun 59

East Germany, Poland, and Czechoslovakia (Part-time)

13 Apr 59 - 15 May 59

Italy (Part-time)

30 Sep 58 - 4 Dec 59

Japan - Integrated (Part-time)

16 Mar 59 - 24 Apr 59

USSR - Integrated (Part-time)

22 Sep 58 - 19 Dec 58  
2 Mar 59 - 29 May 59

Regional Survey

Asia - Economic Factors (Part-time)

9 Sep 58 - 16 Oct 58

East Asia (Part-time)

3 Nov 58 - 28 Jan 59

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Regional Survey (contd)

Free Europe - Survey of Strategic Problems (Part-time)

20 Jan 59 - 25 Mar 59

Soviet Bloc (Part-time)

3 Nov 58 - 28 Jan 59

Americans Abroad Orientation

Germany (Part-time)

15 Sep 58 - 19 Sep 58  
12 Jan 59 - 16 Jan 59  
15 Jun 59 - 19 Jun 59

Japan (Part-time)

2 Dec 58 - 4 Dec 58  
19 May 59 - 21 May 59

Southeast Asia (Part-time)

11 May 59 - 15 May 59

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Area Training

Current Problems Seminar

Free Europe - Intelligence Problems (Part-time)

19 Feb 59 - 27 Mar 59

Integrated Language and Area Training

France (Full-time)

13 Oct 58 - 19 Dec 58

Germany (Full-time)

6 Oct 58 - 12 Dec 58

Japan (Part-time)

16 Mar 59 - 24 Apr 59

USSR (Part-time)

22 Sep 58 - 19 Dec 58  
2 Mar 59 - 29 May 59

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Operations School



25X1A

Cable Refresher (Part-time)

3 Sep 58  
3 Dec 58  
11 Mar 59  
10 Jun 59

Clandestine Field Activities (Full-time)

Scheduled on request; four weeks notice required

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Operations

[REDACTED] (Full-time)

25X1A

8 Sep 58 - 19 Sep 58  
24 Nov 58 - 12 Dec 58  
2 Feb 59 - 13 Feb 59  
4 May 59 - 15 May 59

Clandestine Services Liaison Operations (Part-time)

8 Sep 58 - 26 Sep 58  
12 Jan 59 - 30 Jan 59  
2 Mar 59 - 20 Mar 59  
18 May 59 - 5 Jun 59

Clandestine Services Review (Full-time)

29 Sep 58 - 10 Oct 58  
5 Jan 59 - 16 Jan 59  
6 Apr 59 - 17 Apr 59  
15 Jun 59 - 26 Jun 59

Counterespionage Operations (Full-time)

15 Sep 58 - 3 Oct 58  
20 Oct 58 - 7 Nov 58  
12 Jan 59 - 30 Jan 59  
2 Mar 59 - 20 Mar 59  
6 Apr 59 - 24 Apr 59  
11 May 59 - 29 May 59  
15 Jun 59 - 3 Jul 59

Counterintelligence Familiarization (Full-time)

8 Sep 58 - 12 Sep 58  
13 Oct 58 - 17 Oct 58  
17 Nov 58 - 21 Nov 58  
5 Jan 59 - 9 Jan 59  
16 Feb 59 - 20 Feb 59  
23 Mar 59 - 27 Mar 59  
27 Apr 59 - 1 May 59  
1 Jun 59 - 5 Jun 59

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Operations

25X1A

[REDACTED] (Full-time)

Schedule on request; four weeks notice required

Information Reporting, Reports, and Requirements (Full-time)

15 Sep 58 - 3 Oct 58  
20 Oct 58 - 7 Nov 58  
5 Jan 59 - 23 Jan 59  
16 Feb 59 - 6 Mar 59  
30 Mar 59 - 17 Apr 59  
11 May 59 - 29 May 59  
8 Jun 59 - 26 Jun 59

Information Reports (Full-time)

6 Oct 58 - 17 Oct 58  
2 Feb 59 - 13 Feb 59  
20 Apr 59 - 1 May 59

Operations (Full-time)

25 Aug 58 - 19 Dec 59 (Break between 18 Oct and 27 Oct 1959)

Operations Familiarization (Full-time)

8 Sep 58 - 17 Oct 58  
3 Nov 58 - 12 Dec 58  
5 Jan 59 - 13 Feb 59  
2 Mar 59 - 10 Apr 59  
27 Apr 59 - 5 Jun 59

25X1A

[REDACTED] (Full-time)

Scheduled on request; four weeks notice required

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Operations

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25X1A

 **Full-time)**

6 Oct 58 - 24 Oct 58  
1 Dec 58 - 19 Dec 58  
23 Mar 59 - 10 Apr 59

Survival (Full-time)

Scheduled on request; four weeks notice required

War Planning (Full-time)

20 Oct 58 - 7 Nov 58  
2 Feb 59 - 20 Feb 59  
27 Apr 59 - 15 May 59

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